

Welcome to the 2013 IMLS
Native American Library Services
Basic Grant Program Webinar



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Kathy

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If you applied for a three-year continuation grant last year, you do not need to participate in this webinar and your Tribe will not have to submit a new Basic Grant application through Grants.gov this year

We want to answer the following questions today:

- Who is eligible for the Native American Library Services Basic Grant program?
- What is the Basic Library Grant and the Education/Assessment Option?
- How are funds used by Tribes?
- What are the recent changes in the Basic Grant program?
- When is the application due?
- How do we fill out the IMLS-required forms for the Basic Grant?
- Where do we send the application?

Q & A

To begin, Kathy will provide
technical instructions for our webinar—

After the webinar is over, you can email Kathy at kmitchell@imls.gov to request a PDF copy of this PowerPoint presentation. It will also be added to the IMLS website on the Native American Basic Grant Program page.

Who is eligible for the Native American Library Services Basic Grant Program?

Eligibility

Federally-recognized Indian Tribes, Alaska Native villages, regional corporations, and village corporations are eligible to apply for funding under the Native American Library Services grant program.

Partnering possibilities:

Non-tribal entities, such as public or non-tribal school libraries and tribal college libraries, are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with a Tribe.

The assumption in this type of partnership is that the Tribe that applies for the grant is directly served by and directly benefits from the grant activities that are carried out by the partner.

What is the Basic Library Grant?

Basic Grants are non-competitive grants that are distributed in equal amounts among all eligible applicants to support *existing library operations and to maintain core library services*.

Minimum Requirements of Library Service

At a minimum, a Tribe or its partner should be able to document an existing library that meets three basic criteria:

1. materials available for library users
2. regularly scheduled hours, and
3. staff available to help library users access resources

What is the supplemental Education/Assessment Option?

The supplemental Education/Assessment Option is also non-competitive and must be requested.

The purposes of the Education/Assessment Option are to provide funding:

- for library staff to attend library-related continuing education courses and training workshops on- or offsite;
- for library staff to attend or give presentations at conferences related to library services;
- and to hire a consultant for an onsite professional library assessment.

Since 2005, the Option has provided tribal librarians the opportunity to learn from experts, attend library-related conferences and workshops, and interact and network with other tribal librarians and library professionals from around the country.

What is the budget for the FY13 Native American Library Services Program?

FY 2013: NOT YET DETERMINED

- Basic Grants are funded first;
- Remaining funds allocated to the competitive Enhancement Grants

In FY 2012:

Approximately \$3.3 Million funded:

- 28 Basic Grants of \$6,000 for \$168,000
- 214 Basic Grants with Education/Assessment Option of \$7,000 for \$1.5 million; and
- 14 Enhancement Grants for \$1.6 Million

How are the \$6,000 Basic Grant funds used by Tribes?

BASIC GRANT (Part A in the application)

- Library personnel:
 - Permanent staff salary and benefits,
 - Temporary staff, i.e. Summer Reading Coordinator, staff for evening and weekend hours
- Materials, supplies, and equipment:
 - Collection development—books, electronic resources, subscriptions, software, digital archival material, special collections
 - Equipment—computers, wireless equipment, E-Readers, copiers, printers
 - Library automation software and equipment; computer software upgrades
 - Furnishings like tables, chairs, rugs, circulation desk, shelving, book drop, computer stations (no construction or renovation, though)
 - Library supplies
 - Program-related supplies, i.e. Summer Reading, arts & crafts, study skills, college prep, book clubs, intergenerational projects
- Services
 - Storytellers and other program-related presenters, for i.e. literacy skills, job readiness, health awareness, cultural knowledge, visual arts, creative writing workshops, computer training sessions
 - Tutors
 - Internet access
 - Technical training and support
 - Digitization of local materials, i.e. family photographs, videos, sound recordings
- Other
 - Fees to join a consortium to share resources and databases
 - Fees for membership in library-related organizations
 - Renewal fees for library automation technical support and upgrades

Not allowable: Food, gifts, promotional items

How do Tribes use the \$1,000 Education/Assessment Option? (Part B in the application)

Training and Networking opportunities:

- State library-related conferences, training workshops, certification classes, etc.
- State library conferences
- Regional or state-level Tribal librarian gatherings
- National conferences like the American Library Association (www.ala.org) (and its affiliate American Indian Library Association (AILA), Association of Tribal Archives, Libraries, and Museums (www.atalm.org), Society of American Archivists, Computers in Libraries, Public Library Association, etc.

Assessments:

- Assessments by professional librarians, with written recommendations
- Technology assessments for replacement and upgrades of equipment and software, with specifications to follow

If funding is not fully spent on an assessment, the remaining amount may be put toward carrying out assessment recommendations, i.e. purchasing library materials and equipment.

Please note: If you still have unspent funds in this category toward the end of the grant, you may reallocate them to Part A general library services expenditures. Contact us to discuss possibilities for using those remaining funds, if you have questions.

However, the primary purpose is for training/networking/assessment activities...

Changes to the Basic Library Grant Program Implemented in 2012

Biggest change?

1. Choice of one-year or multi-year project period

Either:

- One year award period
- Application through Grants.gov every year

Or:

- Multi-year project period in one-year budget increments:
 - FY13: \$6,000 or \$7,000
 - FY14: \$6,000 or \$7,000
 - FY15: \$6,000 or \$7,000Submit only FY13 budget with FY13 application (not 3 budgets at once)
- Application through Grants.gov every three years
- Interim reports and budget requests will be submitted directly to IMLS for Year 2 and Year 3

The multi-year option provides for \$6,000 or \$7,000 **EACH YEAR**, based on the availability of funding each year.

2. New start and end date for award period

Before

- October 1-September 30

Now

- One-year: July 1, 2013-June 30, 2014
- Three-year: July 1, 2013-June 30, 2016

3. Simplified library plan

Before

Long-range Plan

- Extensive Outcome-based plan required

Now

Library Services Plan

- 1 to 3 page plan required with:
 - Requested amount for each fiscal year
 - How IMLS funds will be spent

Questions to consider:

- What are you focusing on in each fiscal year?
- Why is it important?
- How will you carry out your plans successfully?
- What results do you anticipate?

A sample plan is available on the IMLS Native American Basic Library Grant website at http://www.imls.gov/assets/1/AssetManager/Sample_Library_Services_Plan.pdf.

When is this year's application due?

Deadline:

FRIDAY, MARCH 1, 2013, 11:59 P.M.

ONLY THROUGH GRANTS.GOV

And only for those who did not apply for a three-year continuation grant last year!

- Don't wait for the deadline! There are many ways that the online submission process can be delayed. IMLS does not accept late applications.
- If you have technical problems with Grants.gov and think you may have difficulty meeting the deadline, contact us right away so we are aware of the situation and can monitor your progress.

So, how does this work?

What is the timeline?

March 1, 2013—Basic Grant application deadline for Grants.gov submission
June 2013: Awards announced

FOR ONE-YEAR OPTION?

July 1, 2013-June 30, 2014
Final report due: September 28, 2014

FOR THREE-YEAR OPTION?

Year 1: July 1, 2013-June 30, 2014
Year 2: July 1, 2014-June 30, 2015

Required for Year 2 funding: Interim report for Year 1 plus Year 2 budget request (due April 30, 2014)

Year 3: July 1, 2015-June 30, 2016

Required for Year 3 funding: Interim report for Year 2 plus Year 3 budget request (due April 30, 2015)

Final report due: September 28, 2016

A new application will be due through Grants.gov on March 1, 2016 for following 3 years.

Please note: If a Tribe doesn't request Year 2 funding, it will have to begin a new 3-year cycle by applying through Grants.gov the following year.

For Three-Year Option:

In the three-year award period from July 1, 2013, through June 30, 2016, funding for FY14 and FY15 will be made available based on the following conditions:

- Availability of funding
- Proof of substantial progress as determined by interim reports
- A new request for funding submitted directly to IMLS that will include a budget for the next award period
- Written notice from IMLS to proceed with grant activities

If a Tribe alternates its support of different libraries serving their community....

If a Tribe applies on behalf of two or more different library entities and alternates their support between them, it is still possible to do this under the new three-year project period. The Tribe would simply designate which entity it wishes to support as a part of its new budget request each fiscal year. Remember, it is the Tribe that is the eligible applicant and not a particular library.

What if you don't apply this year?

You will be able to apply through Grants.gov in the next round, with a deadline of March 1, 2014.

If you come in next year for a multiyear grant, the Basic Grant would run for three years from 2014-2017.

Part 2: How do I find the FY13 Basic Grant guidelines and application forms?

Guidelines are web-based only!

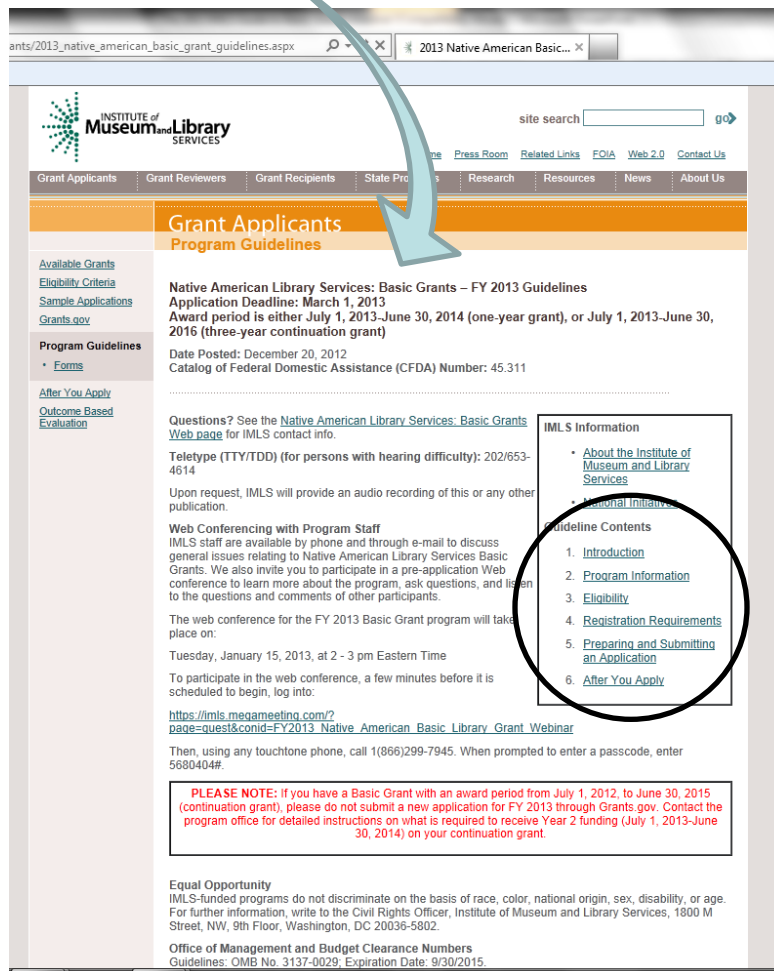
General Program Information:

<http://www.ims.gov/applicants/detail.aspx?GrantId=15>

Direct link to FY13 Basic Grant guidelines:

http://www.ims.gov/applicants/2013_native_american_basic_grant_guidelines.aspx

These are the web-based guidelines
for the FY13 Basic Library Grant



ants/2013_native_american_basic_grant_guidelines.aspx

2013 Native American Basic...

INSTITUTE of Museum and Library SERVICES

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Grant Applicants Program Guidelines

[Available Grants](#)
[Eligibility Criteria](#)
[Sample Applications](#)
[Grants.gov](#)

Program Guidelines
• [Forms](#)

[After You Apply](#)
[Outcome Based Evaluation](#)

Native American Library Services: Basic Grants – FY 2013 Guidelines

Application Deadline: March 1, 2013
Award period is either July 1, 2013-June 30, 2014 (one-year grant), or July 1, 2013-June 30, 2016 (three-year continuation grant)

Date Posted: December 20, 2012
Catalog of Federal Domestic Assistance (CFDA) Number: 45.311

Questions? See the [Native American Library Services: Basic Grants Web page](#) for IMLS contact info.

Teletype (TTY/TDD) (for persons with hearing difficulty): 202/653-4614

Upon request, IMLS will provide an audio recording of this or any other publication.

Web Conferencing with Program Staff
IMLS staff are available by phone and through e-mail to discuss general issues relating to Native American Library Services Basic Grants. We also invite you to participate in a pre-application Web conference to learn more about the program, ask questions, and listen to the questions and comments of other participants.

The web conference for the FY 2013 Basic Grant program will take place on:
Tuesday, January 15, 2013, at 2 - 3 pm Eastern Time

To participate in the web conference, a few minutes before it is scheduled to begin, log into:
[https://imls.megameeting.com/?page=quest&cond=FY2013 Native American Basic Library Grant Webinar](https://imls.megameeting.com/?page=quest&cond=FY2013%20Native%20American%20Basic%20Library%20Grant%20Webinar)

Then, using any touchtone phone, call 1(866)299-7945. When prompted to enter a passcode, enter 5680404#.

PLEASE NOTE: If you have a Basic Grant with an award period from July 1, 2012, to June 30, 2015 (continuation grant), please do not submit a new application for FY 2013 through Grants.gov. Contact the program office for detailed instructions on what is required to receive Year 2 funding (July 1, 2013-June 30, 2014) on your continuation grant.

Equal Opportunity
IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

Office of Management and Budget Clearance Numbers
Guidelines: OMB No. 3137-0029; Expiration Date: 9/30/2015

IMLS Information

- [About the Institute of Museum and Library Services](#)
- [National Initiatives](#)

Guideline Contents

1. [Introduction](#)
2. [Program Information](#)
3. [Eligibility](#)
4. [Registration Requirements](#)
5. [Preparing and Submitting an Application](#)
6. [After You Apply](#)

Use these links to move within
the guideline content sections--
or you can scroll down through
the text but be sure to read ALL
of the material carefully

1. First you will want to read the “Program Information” section.
2. Then you are ready to start with the “Preparing and Submitting an Application” section that provides instructions on how to complete the IMLS-required documents, which are:
 1. **Program Information Sheet**
 2. **Part A**—Project Budget for Native American Basic Grant for **FY13 ONLY**
 3. **Part B**—Project Budget for Education/Assessment Option (if requested) for **FY13 ONLY**
 4. **Library Services Plan (for one year or for three years)**
3. Keep in mind that the **Application for Federal Domestic Assistance (SF-424s)** is the other required document to complete this application. It is accessed through the Grants.gov website.

Let's start with the Program Information Sheet

an_basic_grant_guidelines.aspx#proc 2013 Native American Basic...

Program Information Sheet

1. Applicant Information
a. Enter Legal Name: Enter 5a from the SF424S.
b. Enter Applicant D-U-N-S® Number: Enter 5f from the SF424S.
c. Check **Yes** or **No**, and provide expiration date, if you check the **Yes** box. Please note that, before submitting an application, your organization must have a current SAM registration.
d. Organizational Unit: Do not complete.
e. Organizational Unit Address: Be sure to include the four-digit extension on the ZIP code.
f. Organizational Governance: Select "Indian/Native American Tribal Government (Federally Recognized)"
g. Organizational Unit Type: Select "Native American Tribe/Native Hawaiian Organization"

2. Organizational Financial Information
Do not complete this section.

3. Grant Program Information
Select **Basic Grant Only** or **Basic Grant with Education/Assessment Option** under c. **Native American/Native Hawaiian Library Services**.

4. Do not complete this section.

5. Funding Request Information
a. IMLS Funds Requested: Enter the amount in dollars sought from IMLS.
b. Cost Share Amount: No cost share is required in the Basic Grant program.

6. Project Subject Area
Check the boxes that reflect the subject areas to be addressed by your project.

7. Population Served
Check the boxes that reflect the population(s) to be served by your project.

8. Museum Profile
Do not complete this section.

9. Project Elements
Do not complete this section.

Download Program Information Sheet (minimum requirements Adobe Reader 7.0.5):
[Adobe® PDF \(850KB\)](#)

Follow the instructions:
You only need to answer
Sections 1 a-g, 3, 5, 6, & 7

Link to the form in fillable PDF format is found at the end of the instructions on how to fill out the Program Information Sheet.

Fill out the Part A Budget Form next—only for FY13
(don't send three separate budgets for 3 years if you are requesting a continuation grant)

Part A—Project Budget for Basic Grant

We anticipate that the IMLS Basic Grant award amount for FY 2013 will be \$6,000. Therefore, prepare a Basic Grant project budget based on an anticipated total award amount of \$6,000. Spending categories include 1) Library personnel; 2) Materials, supplies, and equipment; 3) Services; and 4) Other (to be described). **No indirect costs are allowed.** See the sample project budget at the bottom of the budget form for guidance.

Download Part A—Project Budget for Basic Grant

[Adobe® PDF \(75 KB\)](#)

[Microsoft® Word Document \(46 KB\)](#)

PART A: PROJECT BUDGET FOR NATIVE AMERICAN BASIC GRANT

Applicant Organization: **Name here**

Use the following table for the Basic Grant project budget. The total should equal \$6,000, no more and no less. No indirect costs are allowed. This table is also available as fillable PDF and Word forms at <http://www.ims.gov/applicants/grants/nativeAmerican.shtm>. See the sample budget below for guidance.

Spending Categories	Estimated cost
1. Library Personnel	
2. Materials, supplies, and equipment	
3. Services	
4. Other (describe) <input type="text"/>	<input type="text"/>
Total:	\$6,000

Allowable costs?
Check the Program Information section if you have questions on allowable costs. If you can't find the answer to your question, SEND US AN EMAIL.

Give us at least the level of detail that you see in the sample—even more is better!

SAMPLE PROJECT BUDGET

Spending Categories	Estimated cost
1. Library Personnel <ul style="list-style-type: none">Library staff/tutor for after-school hours—\$13.00/hr x 5 hrs/week x 50 weeks=\$3,250	\$3,250
2. Materials, supplies, and equipment <ul style="list-style-type: none">New library books and magazine subscriptionsNew computer	\$1,200 \$ 900
3. Services <ul style="list-style-type: none">Storyteller events at the library—\$50 honorarium for five storytellersTraining for graphic design for library newsletter	\$ 250 \$ 100
4. Other <ul style="list-style-type: none">Internet service provider fees—\$25/month x 12 months	\$ 300
Total:	\$6,000

Now you are ready for the Part B—Education/Assessment Option budget for FY13 only (if requested)

Part B—Project Budget for Supplemental Education/Assessment Option

We anticipate that the Education/Assessment Option award amount for FY 2013 will be \$1,000. Therefore, if the Education/Assessment Option is requested, prepare an Education/Assessment Option project budget based on an anticipated total award amount of \$1,000 (in addition to the anticipated project budget of \$6,000 for the Basic Grant). Spending categories include 1) Library-related continuing education and training; 2) Travel to conferences, continuing education, and other library-related training, and costs to cover temporary staff during the absence of regular staff; and 3) Services of a professional librarian or technology consultant to conduct an onsite library assessment. **No indirect costs are allowed.** See the sample project budget at the bottom of the budget form for guidance.

Download Part B—Project Budget for Education/Assessment Option

[Adobe® PDF \(73 KB\)](#)

[Microsoft® Word Document \(39 KB\)](#)

PART B—PROJECT BUDGET FOR EDUCATION/ASSESSMENT OPTION

Applicant Organization: **Name here**

The purpose of the Education/Assessment Option is to provide funding for tribal library staff to attend library-related continuing education courses and/or training workshops on- or offsite; to attend or give presentations at conferences related to library services; and/or to hire a consultant for an onsite professional library assessment. Use the following table to describe how the Education/Assessment Option will be spent. The total should equal \$1,000. **No indirect costs are allowed.** This is also available as fillable PDF and Word forms at <http://www.ims.gov/applicants/grants/nativeAmerican.shtm>. See the sample budget table below for guidance.

Spending Categories	Estimated cost
1. Library-related continuing education/training	
2. Travel to conferences, continuing education, and other library-related training	
3. Services of a professional librarian to conduct an onsite library assessment and provide written assessment and recommendations	
Total:	\$1,000

SAMPLE PROJECT BUDGET

Spending Categories	Estimated cost
1. Continuing education/training <ul style="list-style-type: none">Registration for state library conference	\$100
2. Travel to conferences, continuing education, and other library-related training <ul style="list-style-type: none">Travel to state library conference, hotel, meals	\$300
3. Services of a professional librarian to conduct an onsite library assessment <ul style="list-style-type: none">Site visit for collection assessment and report of recommendations	\$600
Total:	\$1,000

OMB Number 3137-0071, Expiration date: 08/31/2013.

Fill in the Part B budget form if you are requesting the \$1,000 Education/Assessment Option.

TIPS ON FILLING OUT THE PART B BUDGET:

- The more detail you can give us on what continuing education or conference opportunities you want to attend, the better.
- Sometimes you may not know exactly what will be available during the grant period, so follow the sample budget and provide us with a general idea of the type of activity you plan to do.
- If you want to have a consultant come in and do a library assessment and you know who that person will be, let us know under #3.
- Let us know what type of assessment you plan to have done.
- Make sure you have the consultant submit a written report of their findings and recommendations to you so you can refer to it in the future. It is not required that you send the report to IMLS.

Library Services Plan

The Library Services Plan replaces the Long-range Plan that was required with the Basic Grant application in previous years.

Library Services Plan (1-3 pages suggested).

If you are requesting a one-year period, describe what library services and, if applicable, what education/assessment option activities you plan to support using IMLS funding during the project period of this grant award, July 1, 2013-June 30, 2014. If you are requesting a three-year continuation grant, include the activities planned for FY 2013, FY 2014, and FY 2015. See the sample plan for guidance. The Library Services Plan replaces the Long-range Plan required with the Basic Grant application in previous years.

[Download Sample Plan](#)

[Adobe® PDF \(223 KB\)](#)

Describe what library services and, if applicable, what education/assessment option activities you plan to support using IMLS funding during the project period.

Questions to consider:

- What are you focusing on in each fiscal year?
- Why is it important?
- How will you carry out your plans successfully?
- What results do you anticipate?

SEE THE SAMPLE LIBRARY PLAN ON THE IMLS BASIC LIBRARY GRANT WEB PAGE OR EMAIL US FOR A COPY.

USE IT AS AN EXAMPLE ONLY. TAILOR THE FORMAT TO YOUR TRIBE'S LIBRARY SERVICES NEEDS AND PRIORITIES THAT YOU ANTICIPATE OVER THE NEXT YEAR (OR THREE YEARS FOR CONTINUATION GRANTS).

At this point, you should have:

4 files in PDF format and named:

- Programinfo.pdf
- Basicbudget.pdf
- Optionbudget.pdf
- Plan.pdf

REMEMBER: ALL OF THE REQUIRED DOCUMENTS MUST BE IN PDF FORMAT!

Find out who in your Tribal Administration has the authority to submit the application through Grants.gov with the above documents attached to the SF-424s (Application for Federal Assistance/Short Form). Send by 11:59 p.m. March 1, 2013:

4. Registration Requirements

Before submitting an application, your organization must have a current and active D-U-N-S® Number, System for Award Management (SAM) registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

What is a D-U-N-S® Number and how do I get one?

[Click here to learn more about getting a D-U-N-S® Number.](#)

What is the System for Award Management (SAM) and how do I register?

[Click here to learn more about SAM Registration.](#)

What is Grants.gov and how do I register?

[Click here to learn more about Grants.gov Registration and Tips for Using Grants.gov.](#)

Q & A

What questions do you have?

Kathy will moderate the Q & A

For Basic Grant Program Information, contact:

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Thank you!

